



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES ANALYST (GENERAL)

\$2,724 - \$4,300

INVESTIGATION DIVISION SACRAMENTO TECH CENTER

RESPONSIBILITIES: Under the general supervision of the Supervising Insurance Investigator, or designee, the incumbent performs work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; systems development; budgeting, planning, training, management and personnel analysis, and other related assignments. Tasks include preparation of draft monthly and quarterly reports, press releases, database management, contract preparation, budgetary projections, research, trend analysis, statistical analysis, evidence tracking, and public liaison with allied and public agencies. *Appointment to this position is contingent on passing a background check.*

DESIRABLE QUALIFICATIONS:

- Demonstrated experience in performing and completing analytical assignments;
- Strong analytical, oral/written communications skills and good interpersonal skills;
- Demonstrated ability to exercise a high degree of initiative and work independently;
- Personal Computer experience utilizing Microsoft applications such as Word, Excel, and Access.
- Knowledge of the state budget and contract process.

WHO MAY APPLY: Applications will be accepted from current State employees at the Staff Services Analyst (G) level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Department of Insurance, Human Resources Management Division 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "STAFF SERVICES ANALYST, #413-143-5157-003" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3411.

FINAL FILING DATE: JUNE 4 2007, OR UNTIL FILLED

NOTE: Interested individuals must submit applications by the final filing date in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

BW 05/23/07